

DD/S-57-2598

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20 August 1957

MEMORANDUM FOR THE RECORD

SUBJECT: Distribution of Administrative Plans

1. A review of the present Administrative Plan distribution pattern reveals the need for a drastic reduction in the number of offices which receive copies of Administrative Plans.

2. In the future, only those offices having a functional responsibility to the project involved will receive a copy of the Administrative Plan. The future distribution pattern for all Administrative Plans will be as follows:

Original (Copy #1) - To Finance Division thru
Budget Division

2 Copies (Copies #2 & #3) - DD/P Senior Staff con-
cerned (one copy to be
sent to Vital Documents)

3 Copies (Copies #4, #5, & #6) - DD/P Operating Division
or Staff responsible for
the project

1 Copy (Copy #7) -

25X1A

(Note: The two copies remaining with the Senior Staff,
and one of the three copies for the Operating
Division or Staff, will be incorporated with
the Project Outline in the three official
project folders.)

3. Other Agency offices having legitimate occasional requirements to refer to Administrative Plans may have access to a copy of the Plan from any one of the offices listed in paragraph 2 above.

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4. In those instances where the project involved is to be administered by a Field Station or Base, the Operating Division or Staff responsible for the project will forward a [redacted] version of the Administrative Plan to the Station or Base concerned.

25X1

19 Aug 57

Date

25X1

[redacted]
Deputy Director (Plans)

26 Aug 57

Date

25X1

[redacted]
Deputy Director (Support)

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ATTACHMENT 1

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Types of currencies and number of units per month:

(Currency)	(Amount)	(Currency)	(Amount)
(Currency)	(Amount)	(Currency)	(Amount)

Proposed Funding Plan (How and Where Will Payment or Advance to Project Be Made):

25X1

F. ACCOUNTING ARRANGEMENT

(To be completed for direct projects only.)

25X1
Describe type of accounting to be obtained and any special procedures or instructions regarding the submission and/or recording of those accountings:**G. ANNEX REQUIREMENTS**

The following support annexes are required and are attached: (Check if applicable.)

Communications Annex	<input type="checkbox"/>
Fiscal Annex or Administrative Plan as appropriate	<input type="checkbox"/>
Logistics Annex	<input type="checkbox"/>
Personnel Annex	<input type="checkbox"/>
Other	<input type="checkbox"/>

Division or Staff Chief of Support

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ATTACHMENT 2

FISCAL ANNEX

PROJECT _____

1. PURPOSE AND FACILITY: (Furnish a brief, sterile statement of the nature and purpose of the Project and facility to be utilized. Include brief description of the Agency's relationship with the facility, indicating the degree of control which the Agency can exercise over the facility in its use of and accounting for funds.)
2. FUNDING: (Furnish the basis for advances to the Project, the mechanisms to be utilized in introducing funds into the Project entity, and whether the Project will be funded by Headquarters or a specified Field Station. Any special or unusual requirements for foreign currencies should be set forth in this section.)
3. ACCOUNTING AND WRITE-OFF: (Define the accounting requirements applicable to the Project, and prescribe the documentation required to permit certification and write-off by the authorized Certifying Officer.)

Staff or Division Chief of Support

CONCUR:

Chief or Deputy Chief, Finance Division

APPROVE:

Special Support Assistant to the DD/S

ATTACHMENT 3

PROJECT CRYPTONYM	
COMMUNICATIONS ANNEX	FISCAL PERIOD COVERED:
	19 THRU 30 JUNE 19
	19 THRU 30 JUNE 19
RESPONSIBLE STAFF OR DIVISION	POINT OF CONTROL: (HQ. OR NAME OF FIELD STATION)
(FORMAT AND CONTENT OF COMMUNICATIONS ANNEX WILL BE DETERMINED, AND ANNEX WILL BE PREPARED, BY OFFICE OF COMMUNICATIONS.)	

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ATTACHMENT 4

LOGISTICS ANNEX	PROJECT CRYPTONYM		
	FISCAL PERIOD COVERED:		
	19 THRU 30 JUNE 19		
	19 THRU 30 JUNE 19		
RESPONSIBLE STAFF OR DIVISION	POINT OF CONTROL: (HQ. OR NAME OF FIELD STATION) 25X1		
1. TYPE OF PROJECT: <input checked="" type="checkbox"/> Regular	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
2. STATUS: <input type="checkbox"/> Developmental <input type="checkbox"/> New <input type="checkbox"/> Continuing			
3. EXTENT OF PRESENT MATERIEL ASSETS:			
4. REAL ESTATE REQUIREMENTS:		Type	Quantity
		Quarters	
		Office	
		Operational	
		Storage	25X1
5. SOURCE OF MATERIEL SUPPORT:		% Headquarters	% Field
		Local Procurement	
6. MATERIAL REQUIREMENTS:		Type	Estimated Cost
(Attach line item listing for all large volume requirements or long-lead-time non-stock items.)		Admin. Supplies & Equipment	
25X1		Vehicles (See TVA attached)	
		Communications (See Commo Annex)	
		TSS	
		Medical	
		Security	
		Other	

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7. PROPERTY ACCOUNTABILITY: Headquarters Controlled
 Field Controlled under (Station No.)

8. SPECIAL DELEGATIONS OF AUTHORITY: Not Required
 Required (See attached.)

9. TRANSPORTATION CHANNEL: Normal
 Special (See attached.)
25X11C

10. SECURITY CONCEPT:

Staff or Area Division Logistics Officer

Staff or Area Division Chief of Support

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